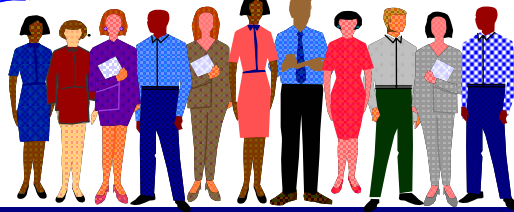


# Personnel Issues & You



UPPS Newsletter 2004-1

January 1, 2004

*Department of Personnel  
5th Floor, 200 Fair Oaks Lane  
Frankfort, Kentucky 40601*

*Commissioner  
Robert Ramsey, Sr.  
Suite 516, 502-564-7430  
Fax 502-564-7603*

*Office for Personnel Administration  
Suite 530, 502-564-2428  
Fax 502-564-5826*

*Office for Employee Relations  
Suite 511, 502-564-7911  
Fax 502-564-4311*

*Department of Personnel Web Site  
<http://personnel.ky.gov/>*

## Employee Performance Evaluations

The 2003 Annual Employee Performance Evaluation and the 2004 Performance Plan must both be completed for all eligible employees by COB January 30, 2004. Included in this newsletter is a fact sheet showing the dates and activities which must occur during the required meetings in the performance evaluation process. Please make this information available to all employees. If you have questions please contact your agency evaluation liaison or the Performance Management Branch in the Department of Personnel at 502- 573- 0325.

## Invalid Health Insurance Refund Request Form

A new form to use for your invalid health insurance refund requests is included in this newsletter. The Invalid Health Insurance Refund Request Forms should be sent or faxed (502-564-5826) to Shannan Goodrich.

In order to ensure a prompt response you must provide information as to which carrier the money being processed should go to. If money is to be refunded, be sure to include on the form the amount to be refunded and the reason for the refund.

## New Phone System at Department of Personnel

The Department of Personnel at the 200 Fair Oaks location now has a new telephone system. As a result, all phone extensions have changed. For your convenience, a copy of the new phone listing is included in this newsletter.

1	Employee Performance Evaluations
1	Invalid Health Insurance Refund Request Form
1	New Phone System at Department of Personnel
2	Report 26
3	Reorganizations and Position Descriptions
3	Agency Payroll and Personnel Staff List
3	Payroll Assistance Is Available
3	System Updates
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7	Invalid Health Insurance Refund Request (form)
8	Department of Personnel Telephone Listing

## Report 26

Report 26 in Document Direct is the ACH Transmission Report. This report is created for each regular payroll and details all checking and savings EFTs (Electronic Funds Transfers). It is on Document Direct under AMR8 Payroll Reports (most agencies) and PERPAY2D (DOT, CFC, CHS). It is found near Report 10, usually after Reports 12, 14, 15, and 21. This report is important because it shows to which routing and account numbers EFTs have been sent.

We strongly recommend that you check this report the day after regular payroll runs for any warning messages. The most common warning message is

\*\*\* WARNING \*\*\* INVALID LENGTH FOR BANK ACCT. # xxxxxxxxxxxx - LENGTH SHOULD BE xx DIGITS.

This warning notifies you that the account length associated with this particular financial institution's routing number is shorter than the account for which the employee has been set up. The system sends a fixed account length based upon the information provided when the financial institution was added to the edit. If a financial institution has an account length of 8 associated with it and you set up an account with a length of 10 digits, the system will truncate the account number, cutting off the first 2 digits and only sending the last 8. When this truncated account number hits the receiving financial institution, it is read as invalid and kicks out. On occasion, the financial institution will manually post the transaction. The majority of the time, however, the money is not posted, is rejected, and is returned to the issuing bank. This results in your employee not receiving his or her money on payday, and a delay in the funds being returned and reissued to your agency either as a check for the employee or as a journal voucher to your agency account.

If you discover a warning message on your report 10, there are a couple of ways to proceed. You may contact the financial institution, tell them the account number to which the funds will be directed, and ask if they will be able to post the funds (the funds are transmitted with the payee's social security number, and some financial institutions will use this to identify and post the funds manually). If the financial institution says it will not be able to post the funds manually to the employee's account, you may request that the EFT be stripped from the tape. This may still result in a delayed return of the funds, but under normal circumstances this is a faster method than waiting for the funds to reject at the receiving institution and be returned. If you need to strip a check, send an e-mail to Yvonne Mahoney requesting that the EFT be stripped. Please include the employee's name as it appears in the master file, the last 4 digits of the employee's SSN, the company number, and the EFT number and net amount. If the account number on the employee's master file needs to be corrected, please contact Yvonne and she can assist with that. If the account number is correct but the length associated with the financial institution needs to be changed, again, Yvonne can assist with that.

The Report 26, however, does not catch all errors. For example, if a routing or account number is wrong but is a valid entry, no warning will be issued. Sometimes you cannot know there is a problem until payday. Whenever an employee reports that his or her EFT did not post on payday, you can look at the Report 26 to see how the funds were transmitted. This allows you to contact the financial institution with that information and determine what the status of the funds is. Armed with that information, you can make a decision as to how to proceed.

The easiest way to search for any warning messages is to use the "search" feature in Document Direct. Open your Report 26 and click on the search icon on the toolbar (it looks like a flashlight and is located approximately in the middle of the toolbar). Enter the word WARNING and click on the Find button. If you get a message that "warning" was not found in 500 pages, then there are no warning messages in your Report 26. If you do locate a warning message, it will be above the entry that is in error. The message will explain the problem. In the event of an invalid account length that has been truncated, the warning message will show the account as it is in the employee master file and the line below, with the employee's EFT information, will show the account as it was transmitted.

Report 26 is fairly easy to navigate. If you want to search for an employee's EFT information in the Report 26, search using the employee's Social Security number, no hyphens. Transaction code 32 is savings and transaction

## **Report 26 .....continued**

code 22 is checking. The transaction code is listed in the left-hand column. Other information, left to right in the report, includes the employee's SSN, name, the amount of the transfer, the routing number (divided between ROUTING NUMBER, ABA NUMBER, AND CHECK DIGIT), the account number to which the funds were sent, and a trace number.

For questions regarding or assistance with EFT issues, please contact Yvonne Mahoney at (502) 564-6883, ext. 4121.

## **Reorganizations and Position Descriptions**

Now is a perfect time to cleanup any positions agencies may have without position descriptions. With most agencies going through reorganizations, we remind you that any current position without a position description in CICS cannot be reorganized. If you would like a listing of positions within your agency without position descriptions, please contact Stephany Ivers at 564-7571.

## **Agency Payroll and Personnel Staff List**

We are asking all Payroll and Personnel contacts to please review the Agency Payroll and Personnel Staff Listing that is located out on the Personnel Cabinet's web-site at [personnel.ky.gov](http://personnel.ky.gov) under Personnel Information for any information that is not valid or up-to-date on the listing. We are trying to update this listing for accuracy so please check the address, names of contacts and phone numbers. We are asking that you please let us know if you have any changes that need to be made to the listing. Please send any changes to Kimberly Hatter via email [Kimberly.Hatter@ky.gov](mailto:Kimberly.Hatter@ky.gov) and we will get the changes made.

## **Payroll Assistance Is Available**

Over the last several months, the payroll office has seen some staff changes. Carol Kelien, Shannan Goodrich, and Yvonne Mahoney are all available to assist payroll officers and staff with issues related to W-2s, master file updates, PTL issues, SAS-27s, and other general matters related to payroll. Shannan Goodrich, who has replaced James "Jamie" Mason, is now handling health insurance issues and is available to assist with questions regarding reconciliation of arrears, premium refunds, and related issues. Yvonne Mahoney, who is in Donna Parker's old office, handles EFT issues. Please contact her with any problems or questions related to Direct Deposit. All three staff members are available via either the Global Address List or at (502) 564-6883 at the following extensions: Carol—4120, Shannan—4119, Yvonne—4121.

## **System Updates**

Each day that the system is updated, the system is taken down at 3:00 PM EST in order to extract information that has been updated. The system remains down for approximately 20 minutes and is then brought up again. When the system comes back up, you may again enter information and make updates, but these transactions will not update until after the next time the system is taken down and updated. For example, if the system is scheduled to be updated and go down at 3:00 on Monday, anything you enter Monday before 3:00 will be updated overnight and will show in your edits and on your system on Tuesday morning. Anything entered after the system comes back up on Monday, after 3:00, will not be updated until Tuesday evening and will show in your edits and in the system on Wednesday morning.

On days that the system is not updated, it is not taken down and remains up until 7:00 PM. Anything keyed on those days will not update and you will not see changes until after the next system update.

On the days that regular payroll and supplemental payroll are run, the system is taken down at 1:00 PM. Manual Pay updates (updates of manual pay transactions entered through choice A on the Main Payroll Menu, including SAS 27s, Check Reversals, Worker's Compensation Refunds, and updates for refunds of health insurance premiums, deferred compensation, and retirement contributions) are only processed during regular payroll. All other updates, including POT and POPY, are updated each day that the system is updated. The payroll calendar shows which days have updates, manual pay updates, and the days on which payrolls are run. You may access the 2003 and 2004 payroll calendars at <http://kygovnet.state.ky.us/personnel/paysch.htm#2004>.

## 2003 Newsletters Index

### Personnel Issues & You

#### Issues 1-12, 2003

<http://kygovnet.state.ky.us/personnel/uppsindx.htm>

<u>Issue</u>	<u>Date</u>	<u>Subject</u>
03-01	January 1	<ul style="list-style-type: none"> <li>• Interim Employees</li> <li>• Local Tax Change – Clinton County</li> <li>• Payroll Classes</li> <li>• 2002 W-2 Tax Forms Correction</li> <li>• Spectera Utility Changes</li> <li>• Annual Employee Performance Evaluation</li> <li>• 2002 Newsletter Index</li> </ul>
03-02	February 1	<ul style="list-style-type: none"> <li>• Annual Dues Deducted in February</li> <li>• Monthly Payroll Schedules for 2003</li> <li>• List of Creation and Run Dates for EFT Pre-notification Tapes and Datasets</li> <li>• Instructions for Accessing the W-2 Application</li> </ul>
03-03	March 1	<ul style="list-style-type: none"> <li>• Important Change for U.S. Savings Bonds</li> <li>• Monthly Payroll Schedules for 2003</li> <li>• United Concordia Rate Changes</li> <li>• Save More Taxes than Ever Before</li> <li>• Changes to the "A" Screen in CICS</li> <li>• Savings Bonds Poster</li> </ul>
03-04	April 1	<ul style="list-style-type: none"> <li>• Local Tax Update – Clinton County</li> <li>• New Nature of Action Code Y04</li> <li>• New Payroll Employee</li> <li>• Payment of Health Insurance Premiums Improved</li> <li>• Payroll Manual Updates On-Line</li> <li>• Blood Leave</li> </ul>
03-05	May 1	<ul style="list-style-type: none"> <li>• Local Tax Updates</li> <li>• Payroll Manual Updates On-Line</li> <li>• Changes in Companies Authorized for Payroll Deduction</li> <li>• Agency Payroll and Personnel Staff List Updated</li> <li>• Personnel Cabinet Telephone Listing</li> </ul>
03-06	June 1	<ul style="list-style-type: none"> <li>• Immediate Family Clarified</li> <li>• Life Insurance Premium Changes</li> <li>• Name and SSN Must Match on Form W-2</li> <li>• Life Insurance Renewal Rates</li> <li>• Typing Tests Eliminated</li> <li>• Voluntary Transfer/Demotion/Salary Retention Agreement Form</li> </ul>

- |       |             |  |
|-------|-------------|--|
| 03-07 | July 1      | <ul style="list-style-type: none"> <li>• Local Tax Updates</li> <li>• New Salary Schedule</li> <li>• Emergency Employees</li> <li>• New Health Insurance System</li> <li>• Annual Increment for FY 2003-2004</li> <li>• July 1, 2003 Salary Schedule</li> </ul>                                      |
| 03-08 | August 1    | <ul style="list-style-type: none"> <li>• Local Taxes</li> <li>• Retirement Rate Changes</li> <li>• New Local Tax Code</li> <li>• Multiple State Contribution Report</li> </ul>   |
| 03-09 | September 1 | <ul style="list-style-type: none"> <li>• New Payroll Codes</li> <li>• Signature Authority</li> <li>• Local Tax Updates</li> <li>• Two of Personnel Cabinet's Finest Retire</li> <li>• Personnel Cabinet Telephone List</li> </ul>  |
| 03-10 | October     | No <i>Personnel Issues</i> & <i>You</i> issued   |
| 03-11 | November 1  | <ul style="list-style-type: none"> <li>• Rate Changes for Optional Payroll Deductions</li> <li>• Excess Annual Leave Deleted At Termination</li> <li>• Local Tax Updates</li> <li>• W-2 Training</li> </ul>  |
| 03-12 | December 1  | <ul style="list-style-type: none"> <li>• W-2 Schedule</li> <li>• SAS-27 Errors</li> <li>• TAX03 Instructions</li> <li>• Rate Changes for Optional Payroll Deductions</li> <li>• Health Insurance Information</li> <li>• Cross Reference (Active and Retiree) Contribution for 21 Counties</li> </ul> |

# Employee Performance Evaluation

- 👍 All eligible employees\* must receive an annual performance evaluation for calendar year 2003 from their supervisor by **January 30, 2004**.
- 👍 All supervisors must establish a performance plan for calendar year 2004 on all eligible employees and meet with the employee to discuss the plan with by **January 30, 2004**.
- 👍 The supervisor and employee must have an interim review meeting to discuss work progress as relates to the performance plan during the months of **April** and **August**.

## Overall Performance Ratings

*Outstanding – 450 to 500 points (employee awarded two (2) days annual leave)*

*Highly Effective – 350 to 449 points (employee awarded one (1) day annual leave)*

*Good – 250 to 349 points*

*Needs Improvement – 150 to 249 points*

*Unacceptable – 149 or less (employee must be demoted or terminated)*

For further information, please contact your supervisor or agency evaluation liaison. (See the Employee Evaluation web site at <http://kygovnet.state.ky.us/personnel/empeval.htm> for liaison listing, employee evaluation handbook, training dates, and other details.)

You may also refer to KRS 18A. 110 and 101 KAR 2:180 or contact the Department of Personnel, Performance Management Branch at (502) 564 – 0325.

\*Full time classified employees with status at the beginning of the performance year that have remained in continuous merit status throughout the performance year.

# INVALID HEALTH INSURANCE REFUND REQUEST

CABINET NUMBER \_\_\_\_\_

PLEASE REFUND THE FOLLING AMOUNTS:

DATE: \_\_\_\_\_

DEPARTMENT NUMBER	NAME	SSN	DED	AMOUNT	PAY PERIOD DEDUCTED	INDICATE IF CHECK SHOULD BE MADE PAYABLE TO EMPLOYEE OR KY STATE TREASURER

\*\*\* REMINDER: DO NOT INCLUDE SHORTFALL AMOUNT \*\*\*

PLEASE RETURN THE CHECK TO:

**MANUAL PAY TRANSACTIONS:**

ENTERED ON POT ☐

ENTERED ON CICS ☐

SEND TO:

SHANNAN GOODRICH

DIVISION OF EMPLOYEE RECORDS

PERSONNEL CABINET

200 FAIR OAKS LANE , ROOM 535, 5TH FLOOR

FRANKFORT, KY 40601

502-564-6883 ext. 4119

FAX 502-564-5826

PAYROLL OFFICER:

AGENCY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_



# DEPARTMENT OF PERSONNEL TELEPHONE LISTING, JANUARY 2004

<b>OFFICE OF THE COMMISSIONER, SUITE 516, (4-7430)</b> <b>BOB RAMSEY</b> Lisa Wilhoite, x 4011	
<b>OFFICE OF ADMINISTRATIVE &amp; LEGAL SERVICES</b> <b>DIRECTOR'S OFFICE (4-7430)</b> Charice Hawkins, x 4006 Dave Holzwarth, x 4007 <b>Burr Lawson, x 4008</b> Theresa "Terry" Wood, x 4088 Vacant x 4020 <b>ADMIN. SERVICES</b> Walt Gaffield, 4-7409, x 4021 Suzette Gash, 4-7409, x 4022 Elinda Manley, 4-7409, x 4023 Lisa Wilson, 4-7409, x 4025 <b>STATE EEO</b> Singer Buchanan, Jr., Jamille Smith, x 4009 Bruce Trent, 573-0318, x 241 <b>GENERAL COUNSEL</b> Sue Britton, x 4002 <b>Dan Egbers, 4-7430</b>	
<b>SYSTEMS MANAGEMENT</b> <b>(ROOM 529, 4-0198)</b> Brad Atkinson, x 4027 Jeanne Campbell, x 4028 Diane Collins, x 4029 Connie Gregory, x 4030 Travis Humphries, x 4031 <b>Neal Lanham, x 4032</b> Susan Stinnett, x 4033 Joanna Warhus, x 4034 Beverly Wilhoite, x 4035 Ferlin Wright, x 4036 Vacant x 4037 Computer Room, x 4040, 4041, 4042, 4043	
<b>OFFICE OF PUBLIC EMPLOYEE HEALTH INSURANCE</b> <b>ROOM 501 (4-0358)</b> <b>DIRECTOR'S OFFICE</b> Jackie Beach, x 4044 Tonya Brown, x 4186 J.R. Dobner, <b>Carl Felix, x 4047</b> Sharley Hughes, x 4049 Jill Hunter, x 4048 Dera Lindsay, x 4065 Marsha Morris, x 4050 James Ross, x 4046 Vacant, 4051 <b>MEMBER SERVICES</b> <b>ROOM 501 (4-6534)</b> <b>888-581-8834</b> Glenn Brothers, x 4052 Cindy Dempsey, x 4053 Sharon Gilbert, x 4054 Merla Graves, x 4055 Mae Green, x 4056 Jerry Jones, x 4057 Susan Popp, x 4058 <b>Donna Scott, x 4059</b> Clara Serafini, x 4060 Sandra Shelton, x 4061 Hannah Stanfield, x 4062 Vacant, x 4063	
<b>DATA ANALYSIS</b> <b>(4-9097)</b> Jonathan Cordier, x 4064 Tara Moore, x 4071 Trent Murphy, x 4066 <b>Eric Poston, x 4067</b> Brenda Roark, x 4068 Cindy Stivers, x 4069 Cindy Thomas, x 4070	
<b>ENROLLMENT INFORMATION</b> <b>ROOM 503 (4-1205)</b> Paula Chisholm, x 4072 Bess Crawford, x 4073 <b>Reina Diaz-Dempsey, x 4074</b> Jessica Estes, x 4079 Cheryl Gay, x 4075 Sabrena Hockensmith, x 4076 Julia Hughes, x 4077 Lynn Jones, x 4078 Mamatha Kotha, x 4183 Philip Luckett, Sr., x 4080 Vickie Poole, x 4081 Jack Renfro, x 4082 Teresa Shipley, x 4083 Jeffrey Wiley, x 4084 Christina Winans, x 4085 Scan Room, x 4079	
<b>KY PUBLIC EMPLOYEES DEFERRED COMP AUTHORITY</b> <b>105 SEA HERO ROAD, SUITE 1 (573-7925) 800-542-2667</b> <a href="mailto:persdeferredcomp@ky.gov">persdeferredcomp@ky.gov</a> <b>EXECUTIVE DIRECTOR</b> <b>Robert C. Brown</b> Chris Helvey <b>PAT GORDON</b> Dick Ernst Julie Gordon Julia Holbrook <b>INVESTMENT &amp; RECORDS</b> Pat Goodlett Connie Smith Kimberly Ball Leanne Barger Jody Dunn <b>PARTICIPANT SERVICES</b> Barbara Hedrick Amy Mosby <b>Sandi Whitaker</b> Floyd Boler Gayle Davis Jean Glore Sue Gravitt <b>Jean Henning</b> Donna Towles	
<b>OFFICE FOR EMPLOYEE RELATIONS</b> <b>DIRECTOR'S OFFICE, SUITE 511 (4-7911)</b> Vacant, x 4087 <b>EMPLOYEE BENEFITS</b> <b>LIFE INSURANCE</b> <b>SUITE 511 (4-6847)</b> <b>ROOM 503 (4-4774) 800-267-8352</b> <b>Bill Patrick, x 4104</b> Clark Rowland, x 4100 Darlene Stewart, (4-3433, x 4094) <b>WORKERS COMPENSATION</b> <b>SUITE 511 (4-6847)</b> Melissa Clay, x 4095 Angela Gould, x 4096 Jeffrey Hockensmith, x 4097 Valerie McGraph, x 4098 Debbie Mitchell, x 4099 <b>Donna Shelton, x 4101</b> Vickie Smitha, x 4102 Paula Spicer, x 4103 <b>EMP ASSISTANCE</b> <b>BUSH BLDG (4-5788)</b> <b>800-445-5327</b> <b>Mary Jane Cowherd, x 222</b> Doug Crowe, Sr., x 224 Barbara D. Henderson, x 225 Trina Jennings, x 223 Tammy Tyson, x 221	
<b>COMMUNICATIONS &amp; RECOGNITION</b> <b>SUITE 511 (4-3433), 866-725-5463</b> <b>WORKPLACE RELATIONS</b> <b>Linda House, x 4092</b> <b>EMPLOYEE RECOGNITION</b> Ivory Henry, x 4091 Tina Goodmann, x 4093 Margaret Harney, x 4090 Debbie Bohannon, x 4000 Mandi Flynn, x 4089	

<b>OFFICE FOR PERSONNEL ADMINISTRATION</b> <b>DIRECTOR'S OFFICE, ROOM 530</b> Stephany Ivers (4-7571, x 4113) David Cooke (4-2428, x 4114)	
<b>EMPLOYEE RECORDS</b> <b>ROOM 533 (4-6464 or 4-6484)</b> Kimberly Hatter, x 4116 Vacant, x 4810 <b>PAYROLL, ROOM 535</b> <b>(4-6883)</b> Gail Cooper, x 4118 Shannan Goodrich, x 4119 <b>Carol Kelien, x 4120</b> Jo Ann McAlister, x 4122 Greg McGaughey, x 4123 Yvonne Mahoney, x 4121 Mike Rice, x 4124 Betty Warford, x 4125 George Gamble, (4-6873 x 4117, Rm 531) <b>PROCESSING/FILES, ROOM 531</b> <b>Carolyn Bruce, 4-6873, x 4126</b> Sissy Burnham, 4-6873, x 4127 Lisa Case, 4-6873, x 4128 Sandra Darneal, 4-6873, x 4129 Dena McGuire, 4-7543, x 4131 Donna Parker, 4-6873, x 4130 Vacant, x 4132 Scanner, x 4133	
<b>CLASSIFICATION &amp; COMPENSATION</b> <b>801 TETON TR (573-0318)</b> <b>COMPENSATION</b> Terry Sullivan, x 237 Jim Lambert, x 222 Krista Hayden, x 221 Debbie Parido, x 232 Mark Thompson, x 226 <b>CLASSIFICATION</b> Peggy Brady, x 223 Carla Gray, x 225 Phyllis Harris, x 227 Vickie Hatchel, x 224 Marilyn Vance, x 233 <b>PERFORMANCE MGMT (573-0325)</b> Regina Edington, x 236 Regina Gravitt, x 235 <b>Johnny Keene, x 234</b>	
<b>STAFFING SERVICES</b> <b>SUITE 517 (4-6920)</b> Rebecca Billings, x 4134 <b>David Cooke (4-2428, x 4114)</b> <b>EMPLOYMENT COUNSELING</b> <b>(4-8030)</b> Shona Alderson, x 4145 Scotty Barker, x 4146 Stuart Clark, x 4147 Kim Combs, x 4148 Mary Greenwell, x 4149 Freda Harris, x 4158 Galen Linville, x 4150 Marilyn Marshall, x 4151 James Mason, x 4152 <b>Karen Neeley, x 4153</b> Rose Nipp, x 4154 Kristy Sturgill, x 4155 Tracy Young, x 4156 Vacant, x 4157 Neil Popplewell, x 4135 Vacant, x 4136 <b>APPLICANT PROCESSING (4-8030)</b> Tina Black, x 4137 Nina Burger, x 4141 Deborah Cook, x 4157 Denice Driver, x 4138 <b>Denise Jones, x 4139</b> Farrah Keith, x 4140 Amanda Sewell, x 4142 Robin Smith, x 4143 Flo Warner, x 4144	
<b>REGISTER, (4-6922)</b> Melissa Baughn, x 4159 Roberta Brownlee, x 4160 Dorothy Burton, x 4161 Cheri Chambers, x 4162 Sharen Fogle, x 4163 Kay Goodwin, x 4164 Beth Hicks, x 4165 Sharon Smither, x 4166 <b>Kay Wallace, x 4167</b> Lucy Wheeler, x 4168 <b>STAFFING ANALYSIS (4-6702)</b> <b>Marina Alford, x 4169</b> Yvonne Beghtol, 564-7602, x 4170 Gay Lee, x 4171 Samuel Moore, Sr., x 4172 Kimberly Roush, x 4173 Kevin Shipp, x 4174 Holly Simpson, x 4175 Peggy Smith, x 4176 Vacant, x 4177, 4178, 4179	
Class & Comp (Teton Trail) Deferred Comp Employee Records (Rm 535) Employee Relations (Suite 511) OPEHI (Room 501) Health Insurance (Room 503) KEAP (Bush Building) Life Insurance (Room 503) Member Services Branch (Suite 501) Performance Mgmt (Teton Trail) Secretary's Office (Rm 516) Staffing Services (Director's Office) Staffing Services (Register) Staffing Services (Emp. Cnsl) Systems Management (Room 529) Workers Comp (Suite 511) IDMS (Room 529) State Operator Personnel Answer Line Quick Copy Small Conference Room Large Conference Room Conference Room - Teton Trail File Room - Teton Trail Smoke Room - Teton Trail Janitorial Staff FAX 573-0324 FAX 573-4494 FAX 564-5826 FAX 564-4311 FAX 564-5278 FAX 564-1085 FAX 564-5189 FAX 564-4034 FAX 564-0364 FAX 573-0324 FAX 564-7603 FAX 564-3588 or 564-5251 FAX 564-5414 FAX 564-0512 FAX 564-2274 FAX 564-9119 564-0198, x 4038 564-3130 564-8339 or 866-725-5463 564-2670 Handset x 4014 Handset x 4015 573-0318, x 238 573-0318, x 239 573-0318, x 242 564-0198, x 4039	